



**U.S. Department of Justice**

Justice Management Division

Security and Emergency Planning Staff

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Washington, D.C. 20530

**NOV 14 2018**

Ms. Emma Best  
MuckRock News  
411A Highland Ave  
Dept. Mr 49294  
Somerville, MA 02144-2516

Re: FOIA Request No. 114420

Dear Ms. Best:

I am responding on behalf of the Justice Management Division (JMD) to your request under the Freedom of Information Act (FOIA) seeking copies of SF-311 forms prior to 2017. The Security and Emergency Planning Staff, Office of Information Safeguards and Security Oversight, conducted a review of the SF-311 forms provided, and have not found any classified or sensitive information in the document that needs to be redacted.

You may contact our FOIA Public Liaison, Karen McFadden, at (202) 514-3101 or at [Karen.McFadden@usdoj.gov](mailto:Karen.McFadden@usdoj.gov) for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

If you are not satisfied with my response to your request, you may administratively appeal by writing to the Director, Office of Information Policy, United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's eFOIA portal at <http://www.justice.gov/oip/efoia-portal.html>. Your appeal must be postmarked or transmitted electronically within 90 days of the date of the response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

Sincerely,

Rhonell Cradle  
FOIA Liaison